US Army Corps
of Engineers

Gatekeeper Checklist

One Corps Serving The Army and the Nation

US Army Corps of Engineers

Gatekeeper Checklist

The Gatekeeper checklist will replace the RPA template on **24 March 2003** (following the Modern system blackout period)

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What is it?

- Automated checklist that supplements the information on a Request for Personnel Action
- Concept: To ensure the CPOC receives all of the information needed to process a personnel action
  - Minimize contacts with the initiator and others
  - Results in greater efficiency, more timely personnel services

US Army Corps of Engineers

Who uses it?

- Initiator of a Request for Personnel Action (RPA) starts the checklist (supervisor or manager)
- Resource managers may have a role (depending on the type of action)
  - Can provide AMS, APC, TDA, etc.
- All users in the RPA routing chain can access and review
  - Checklist is available when the RPA is in **YOUR** Modern DCPDS inbox

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Types of Personnel Actions

- Selecting the correct type of personnel action is key to using the Gatekeeper
  - Checklist varies depending on type of action
- Follow the Modern DCPDS Desk Guide (RPA chapter), which provides:
  - When to use and when NOT to use a particular type of action
  - What information to include on the RPA
  - Whether there is a checklist, and if so, what information will be asked for

US Army Corps of Engineers

What actions have checklists?

- Position Establish
- Position Review
- Recruit/Fill
- Reassignment
- Salary Change
- Detail
- Extension NTE
- Name Change
- Non-Pay actions
- Return to Duty
- Separation
- Awards
- Realignment

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Steps - part 1

1. Determine the type of action
2. Log into ART
3. Log into Modern DCPDS (from within ART)
4. Create the RPA in Modern (follow the Desk Guide instructions)
5. Save the RPA in your Modern inbox

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Steps - part 2

6 Minimize Modern DCPDS

7 Access Gatekeeper from within ART

8 Find the RPA in the gatekeeper inbox and click on the Checklist button

9 Click <Fill out checklist> at the bottom of the inbox

10 Complete the checklist (one or more modules)

11 Click on <Save the checklist>

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Steps - part 3

12 Restore Modern DCPDS

13 Access Civilian Inbox from the Navigator

14 Refresh the Inbox ([F8] key)

15 Locate and “select” the RPA, then click <Respond>

16 Print the RPA (optional)

17 Route the RPA to the next person in the routing chain

Navigation: Main

- + Centralized Applications
- Employee Data
- + External Applications II
- Fasclass II
- + Gatekeeper
- + Helpdesk
- + Inbox Statistics II
- NPA Tracker
- + Organization Structure
- + Pay Problems
- Phone and Email List
- RPA Tracker
- + Review and Analysis
- Suspenses

Menu Item Descriptions

Navigation: Main > Gatekeeper

- Gatekeeper Checklist - CPAC
- Gatekeeper Checklist - MGR
- Gatekeeper Checklist - RMO

Menu Item Descriptions

User Name:

Choose which RPA to complete a Checklist

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	Eff Dt	NOA	P-Eff-Dt
◉		03FEB8HBM0F000171932	RECRUIT_FILL							
○		03FEB8HBMX9000169926	AWARD						840	2003-02-12
○	Status	03FEB8HBM2R000171117	SEPARATION						317	2003-02-22
○	Status	03FEB8HBM2B020171571	SALARY_CHG		GS	0599	04		702	

Fill-out Checklist

Organization Viewer - Microsoft Internet Explorer

RPA Number = 03FEB8HBM0F000171932

Where is the position that is being used to process this Personnel Action located?

CPAC = HB
CMD = CE
UIC = Any

Select codes to be searched: (•) CPAC Location ( ) Command Code ( ) Unit Identifier Code

CPAC Location	Total Orgs	Orgs w/Pos	Orgs w/o Pos	Orgs pending	Encumb Pos	Vacant Pos
COE FORT WORTH (HB)	72	35	37	0	113	37

View Organization Cleartext

Done

Internet

Back to Previous Page

RPA Number = 03FEB8HBM0F000171932

Where is the position that is being used to process this Personnel Action located?

CPAC = HB
CMD = CE
UIC = Any

Organization Code: HBCEW076AAM000000 Encumbered: 2 Vacant: 1

US ARMY ENGINEER DIVISION,SOUTHWESTERN
EXECUTIVE OFFICE CIVILIAN
DALLAS, TEXAS 75242 M000000

Organization Code: HBCEW076AAM050000 Encumbered: 2 Vacant: 11

US ARMY ENGINEER DIVISION SOUTHWESTERN
FEST-M HEADQUARTERS MAIN OFFICE
DALLAS, TX 75242 M050000

Organization Code: HBCEW076AAM050100 Encumbered: 0 Vacant: 0

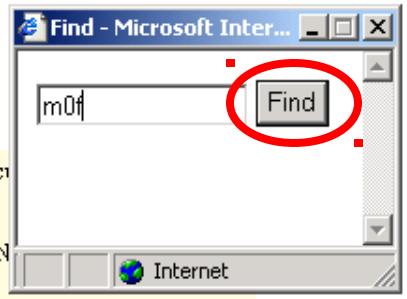
US ARMY ENGINEER DIVISION SOUTHWESTERN
FEST- M HEADQUARTERS MAIN OFFICE
FEST- M MAIN OFFICE

Back to Previous Page

RPA Number = 03FEB8HBM0F000171932

Where is the position that is being used to process this Personnel Action located?

CPAC = HB
CMD = CE
UIC = Any



Organization Code: HBCEW076AAM000000 Encu

US ARMY ENGINEER DIVISION
EXECUTIVE OFFICE CIVILIAN
DALLAS, TEXAS 75242 M000000

Organization Code: HBCEW076AAM050000 Encumbered: 2 Vacant: 11

US ARMY ENGINEER DIVISION SOUTHWESTERN
FEST-M HEADQUARTERS MAIN OFFICE
DALLAS, TX 75242 M050000

Organization Code: HBCEW076AAM050100 Encumbered: 0 Vacant: 0

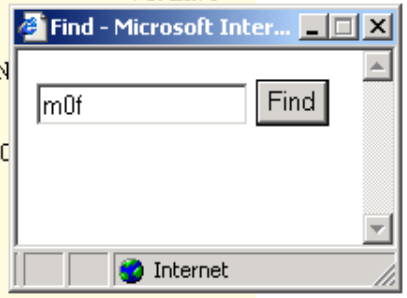
US ARMY ENGINEER DIVISION SOUTHWESTERN
FEST- M HEADQUARTERS MAIN OFFICE
FEST- M MAIN OFFICE

Organization Code: HBCEW076AAM0C0000 Encumbered: 1 Vacant: 0

US ARMY ENGINEER DIVISION,SOUTHWESTERN
PUBLIC AFFAIRS OFFICE
DALLAS, TEXAS 75242 M0C0000

Organization Code: HBCEW076AAM0E0000 Encumbered: 1 Vacant: 0

US ARMY ENGINEER DIVISION
OFFICE OF COUNSEL
DALLAS, TEXAS 75242 M0E000



Organization Code: HBCEW076AAM0F0000 Encumbered: 0 Vacant: 0

US ARMY ENGINEER DIVISION,SOUTHWESTERN
DIRECTORATE OF HUMAN RESOURCES
FORT WORTH, TX 76102 M0F0000

Organization Code: HBCEW076AAM0F0100 Encumbered: 7 Vacant: 3

US ARMY ENGINEER DIVISION,SOUTHWESTERN
DIRECTORATE OF HUMAN RESOURCES
CIVILIAN PERSONNEL ADVISORY CENTER
FORT WORTH, TX 76102 M0F0100

Organization Code: HBCEW076AAM0H3000 Encumbered: 0 Vacant: 0

RPA Number = 03FEB8HBM0F000171932

Instructions:

Please choose the position you are using for this Personnel Action:

The yellow are vacant positions that you can select. If Yes is listed in the RPA column that means that this position is already on the TO Side of a RPA. In this case, we will use an identical additional position to process this action.

The green are encumbered positions. Select one of these if you want to fill behind someone who has not left the rolls yet, or if you want us to create an identical additional position to process this action.

The blue can be used to add a position to your structure. Select this one if you are classifying a new job, using a job already classified for your organization but not showing below, or using an unedited COREDOC or PD Library Job to process this action.

HBCEW076AAM0F0100
US ARMY ENGINEER DIVISION,SOUTHWESTERN
DIRECTORATE OF HUMAN RESOURCES
CIVILIAN PERSONNEL ADVISORY CENTER
FORT WORTH, TX 76102 M0F0100

Fill	Para	Line	Employee Name	Job Number	Type	Title	PP-SERI-GR	T-GR	POSN NTE	FLSA	AMSCD	APC	RPA
○	0000	000	Vacant	11967.44231	1	Administrative Support Assistant (Oa)	GS-0303-05	05		N	70000010000		No
○	0000	000		107542.54313	1	Information Technology Specialist	GS-2210-12	12		E	70000010000		No
○	0000	000		114911.64950	1	Human Resources Specialist	GS-0201-11	11		E	70000010000		No
○	0000	000		115081.65080	1	Human Resources Specialist	GS-0201-12	12		E	70000010000		No
○	0000	000		117627.65188	1	Human Resources Specialist (Labor Relations)	GS-0201-13	13		E	70000010000		No
○	0000	000		90424.67949	1	Supervisory Human Resources Specialist	GM-0201-13	13		E	70000010000		No
○	0000	000		115081.68692	1	Human Resources Specialist	GS-0201-12	12		E	70000010000		No
○	0000	000		126581.71218	1	Student Trainee (Human Resources)	GS-0299-07	07		N	70000010000		No
○	0000	000	Vacant	11967.79651	1	Administrative Support Assistant (Oa)	GS-0303-05	05		N	70000010000		Yes
○	9999	999	Vacant	117627.79042	1	Human Resources Specialist (Labor Relations)	GS-0201-13	13		E	70000010000		Yes
◉			New Position										

Submit Position Fill

Encumbered Positions = 7 | Vacant Positions = 3

<- Go to Previous Module | Go to Next Module ->

Help?

Gate Keeper Checklist Supplemental Position Data

Request Number: 03FEB8HBM0F000171932
Action Requested: RECRUIT_FILL
Proposed Effective Date: Effective Date:
Employee Name: Occupational Series:
Grade:

You must provide answers to all fields!

Position Selected: New Position

(•) Manager Section ( ) Resource Management Section

Part I - Manager

INSTRUCTIONS: You can view the Organizational Information you have selected for this position by clicking on the Position Selected hyperlink above.

Position Description number is 00000

Position Title is Personnel Specialist

Occupational Series is 0123

Grade/Payband is 12

Would you like to provide information about the accuracy or quality of a job description you have viewed in FASCLASS? ( ) Yes (•) No

Duty Station is Fort Worth, Texas

Work Shedule is Full-Time

For HELP on the next 7 questions, please click the HELP hyperlink above.

Premium Pay is Not Applicable (Non Embedded Firefighter)

Position Sensitivity is 1 Non-sensitive

What type of Security Clearance is required? 0 - NO ACCESS REQUIRED; ENTNAC/NAC/NACI REQUIRED

Is this position identified on your mobilization plan as Key or Emergency Essential? ○ Yes ◉ No

Is this position subject to random drug testing? ○ Yes ◉ No

Is this an Acquisition Position? ◉ Yes ○ No

Career Level is Entry Level I

Time spent at Contractor Job Site is 50% or Less Time Contrct Site

Critical Position Identifier is Acquisition Position-Not Critical Or Developmental

Job Specialty 1 is Business and Financial Mgmt

Job Specialty 2 is Acq of Info Resources

Position Career Category is Bus, Cost Est, Fin Mgt

Program Type is ACAT I & II Defense ACQ Program / Support Work IN Both ACAT I & II

Special Assignment is Education, Training, And Career Development Positions

Acquisition Employee Career Field ID is Bus, Cost Est, Fin Mgt

Does this position require access to firearms and/or ammunition? ○ Yes ◉ No

Save Checklist and go to Next Module

Your information has been saved.

<- Go to Previous Module | Go to Next Module ->

Help?

Gate Keeper Checklist Recruitment Information

Request Number: 03FEB8HBM0F000171932
Action Requested: RECRUIT_FILL
Proposed Effective Date: Effective Date:
Employee Name: Occupational Series:
Grade:

Position Selected: New Position

(•) Manager Section ( ) Resource Management Section

Part I - Manager

Is POC for this action different than name on RPA? ( ) Yes (•) No

Is POC also the Hiring Official? ( ) Yes (•) No

Please provide name, phone number, fax and email of the Hiring Official for this action.

Please provide the AKO email address of the Hiring Official for this action.

Recruitment is for a

Help?

Gate Keeper Checklist Recruitment Information

Request Number: 03FEB8HBM0F000171932
Action Requested: RECRUIT_FILL
Proposed Effective Date: Effective Date:
Employee Name: Occupational Series:
Grade:

Position Selected: New Position

(•) Manager Section

Part I - Manager

Is POC for this action different than name on RPA? (•) Yes ( ) No

POC is Chris Trego

Is POC also the Hiring Official? ( ) Yes (•) No

Please provide name, phone number, fax and email of the Hiring Official for this action. Linda McKay, phone: 817-886-1179, fax: 817-886-6419, linda.d.mckay@swf02

Please provide the AKO email address of the Hiring Official for this action. linda.mckay@us.army.mil

Recruitment is for a a. Permanent Position

- a. Permanent Position
- b. Temporary Promotion
- c. Term Position
- d. Temporary Position
- e. Competitive Detail
- f. Temporary Reassignment

For HELP with the ne HELP hyperlink above.

Are you recommend r candidates? (•) Yes ( ) No

Are you recommending specific recruitment sources or candidates? (•) Yes ( ) No

Recommendations are: Job Fair, DEU, College/University

Is this an Obligated Position? ( ) Yes (•) No

Is this an Inclement Weather Essential position? ( ) Yes (•) No

Is Defense National Relocation Program authorized? ( ) Yes (•) No

Is Permanent Change of Station (PCS) authorized? (•) Yes ( ) No

Is a Pre-Appointment Physical required? ( ) Yes (•) No

Is there an unusual Physical Requirement associated with this position? ( ) Yes (•) No

Work Shift is: 0730 - 1615, M-F

Is there a special license/certification requirement? ( ) Yes (•) No

Is there a known requirement for TDY? (•) Yes ( ) No

Percentage of time to be spent TDY is 010

Is a mandatory mobility agreement required? ( ) Yes (•) No

Is a Uniform required? ( ) Yes (•) No

Would you like to make comments on this action? (•) Yes ( ) No

Comments are:

Please do not process this RPA as it is a sample for Gatekeeper training.

Save Checklist and go to Next Module

<- Go to Previous Module

Help?

Gate Keeper Checklist Complete RM Data

Request Number: 03FEB8HBM0F000171932

Action Requested: RECRUIT_FILL

Proposed Effective Date: Effective Date:

Employee Name: Occupational Series:

Grade:

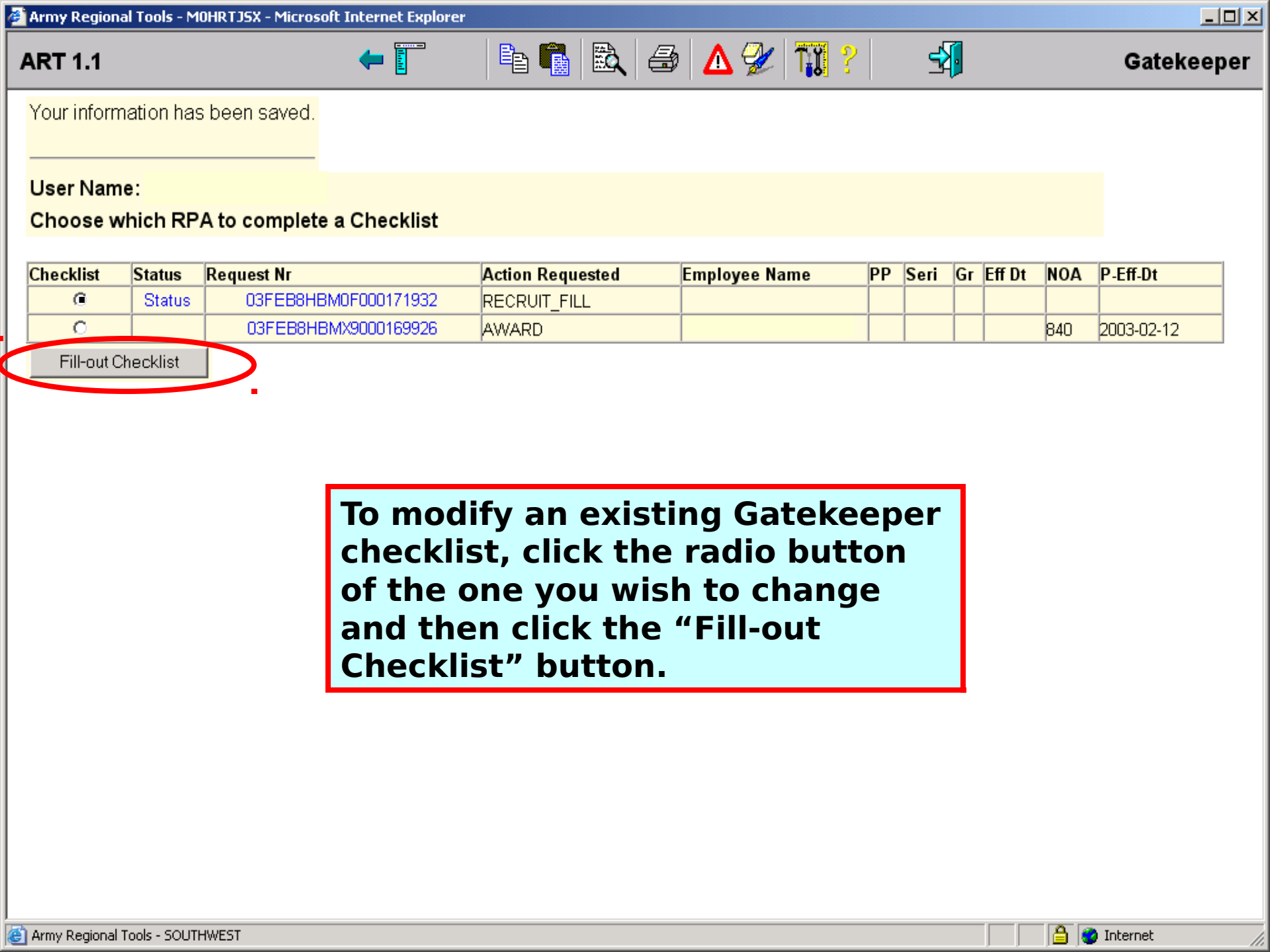
Position Selected: New Position

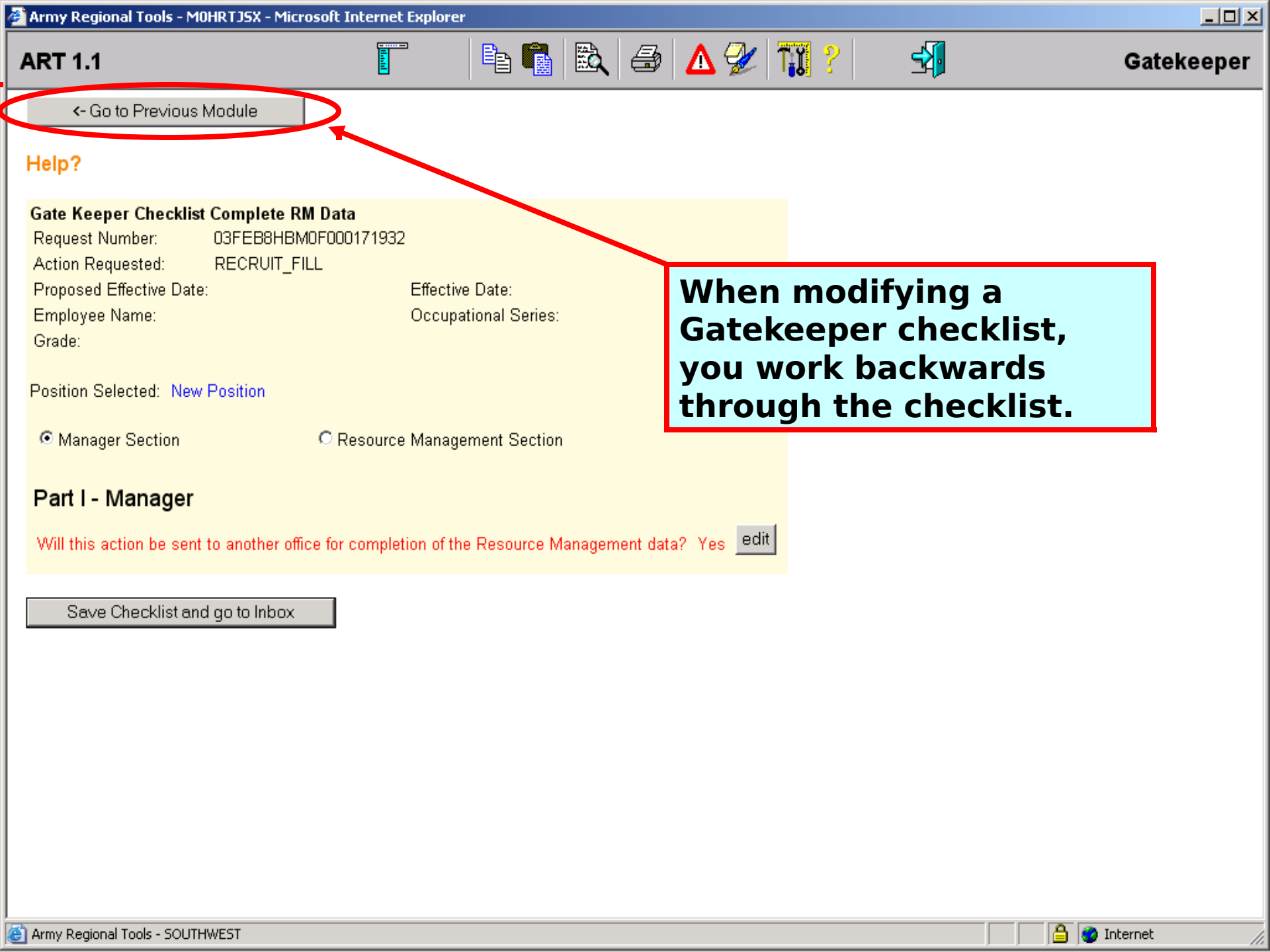
(•) Manager Section ( ) Resource Management Section

Part I - Manager

Will this action be sent to another office for completion of the Resource Management data? (•) Yes ( ) No

Save Checklist and go to Inbox


Army Regional Tools - M0HRTJSX - Microsoft Internet Explorer
ART 1.1
Gatekeeper
Your information has been saved.
User Name:
Choose which RPA to complete a Checklist
Checklist
Status
Request Nr
Action Requested
Employee Name
PP
Seri
Gr
Eff Dt
NOA
P-Eff-Dt
Status
03FEB8HBM0F000171932
RECRUIT_FILL
03FEB8HBMX9000169926
AWARD
840
2003-02-12
Fill-out Checklist
To modify an existing Gatekeeper checklist, click the radio button of the one you wish to change and then click the “Fill-out Checklist” button.
Army Regional Tools - SOUTHWEST
Internet


Army Regional Tools - M0HRTJSX - Microsoft Internet Explorer
ART 1.1
Gatekeeper
<- Go to Previous Module
Help?
Gate Keeper Checklist Complete RM Data
Request Number: 03FEB8HBM0F000171932
Action Requested: RECRUIT_FILL
Proposed Effective Date:
Effective Date:
Employee Name:
Occupational Series:
Grade:
Position Selected: New Position
Manager Section
Resource Management Section
Part I - Manager
Will this action be sent to another office for completion of the Resource Management data? Yes
edit
Save Checklist and go to Inbox
When modifying a Gatekeeper checklist, you work backwards through the checklist.
Army Regional Tools - SOUTHWEST
Internet

<- Go to Previous Module | Go to Next Module ->

Help?

Gate Keeper Checklist Recruitment Information

Request Number: 03FEB8HBM0F000171932
Action Requested: RECRUIT_FILL
Proposed Effective Date: Effective Date:
Employee Name: Occupational Series:
Grade:

Position Selected: New Position

(•) Manager Section ( ) Resource Management Section

Part I - Manager

Is POC for this action different than name on RPA? Yes edit

POC is Chris Trego edit

Is POC also the Hiring Official? No edit

Please provide name, phone number, fax and email of the Hiring Official for this action. Linda McKay, phone: 817-886-1179, fax: 817-886-6419, linda.d.mckay@swf02.usace.army.mil edit

Please provide the AKO email address of the Hiring Official for this action. linda.mckay@us.army.mil edit

Recruitment is for a a. Permanent Position edit

For HELP with the next 5 questions, please click the HELP hyperlink above.

<- Go to Previous Module | Go to Next Module ->

Help?

Gate Keeper Checklist Recruitment Information

Request Number: 03FEB8HBM0F000171932
Action Requested: RECRUIT_FILL
Proposed Effective Date: Effective Date:
Employee Name: Occupational Series:
Grade:

Position Selected: New Position

(•) Manager Section ( ) Resource Management Section

Part I - Manager

Is POC for this action different than name on RPA? Yes edit

POC is Chris Trego edit

POC is Jerry Sosebee

Is POC also the Hiring Official? No edit

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Please provide the AKO email address of the Hiring Official for this action. linda.mckay@us.army.mil edit

Recruitment is for a a. Permanent Position edit

Is this an Obligated Position? No edit

Is this an Inclement Weather Essential position? No edit

Is Defense National Relocation Program authorized? No edit

Is Permanent Change of Station (PCS) authorized? Yes edit

Is a Pre-Appointment Physical required? No edit

Is there an unusual Physical Requirement associated with this position? No edit

Work Shift is: 0730 - 1615, M-F edit

Is there a special license/certification requirement? No edit

Is there a known requirement for TDY? Yes edit

Percentage of time to be spent TDY is 010 edit

Is a mandatory mobility agreement required? No edit

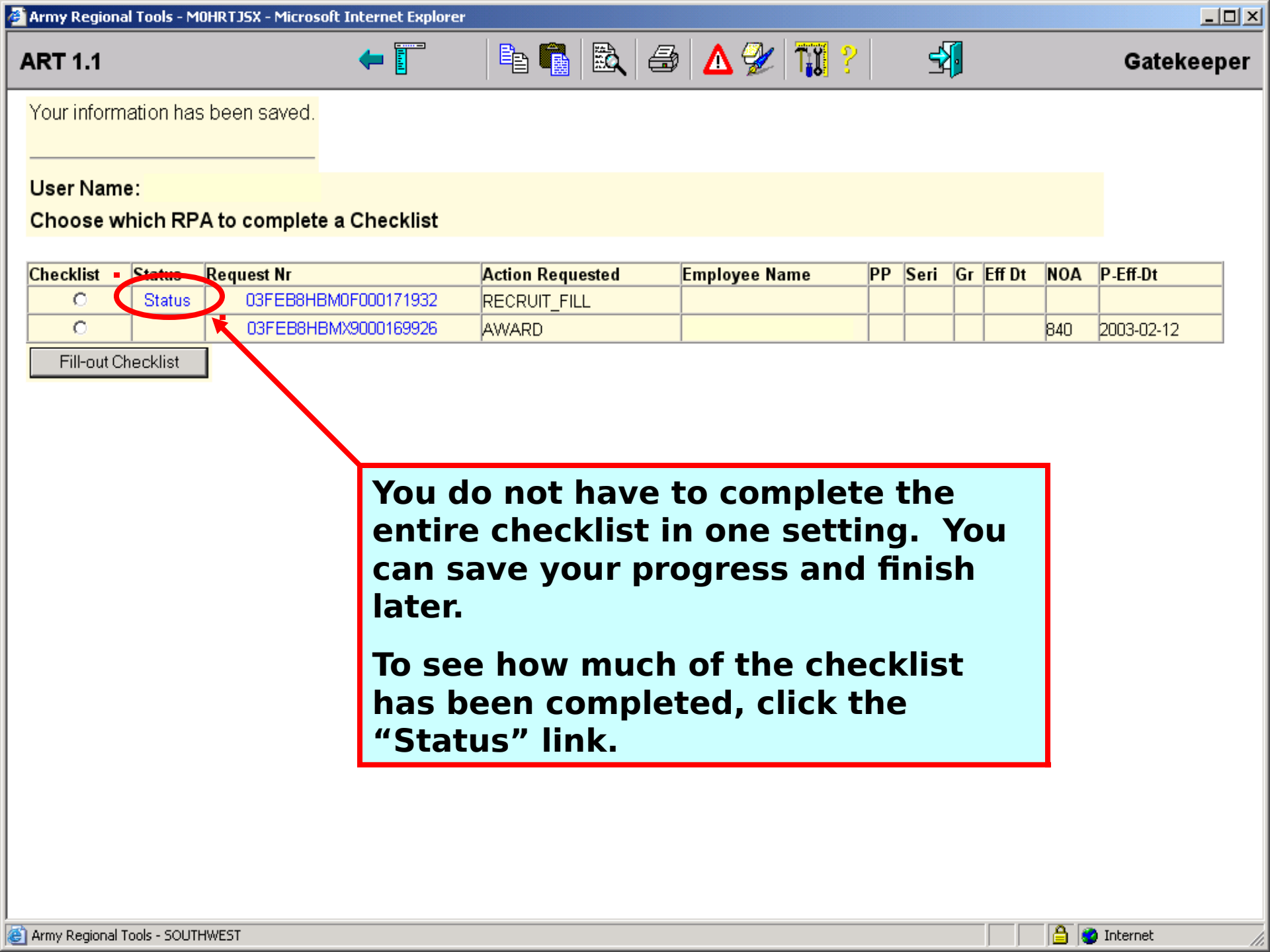
Is a Uniform required? No edit

Would you like to make comments on this action? Yes edit

Comments are: Please do not process this RPA as it is a sample for Gatekeeper training. edit

Save Checklist and go to Next Module

Save Checklist and go to Inbox


Army Regional Tools - M0HRTJSX - Microsoft Internet Explorer
ART 1.1
Gatekeeper
Your information has been saved.
User Name:
Choose which RPA to complete a Checklist
Checklist
Status
Request Nr
Action Requested
Employee Name
PP
Seri
Gr
Eff Dt
NOA
P-Eff-Dt
Status
03FEB8HBM0F000171932
RECRUIT_FILL
03FEB8HBMX9000169926
AWARD
840
2003-02-12
Fill-out Checklist
You do not have to complete the entire checklist in one setting. You can save your progress and finish later.
To see how much of the checklist has been completed, click the "Status" link.
Army Regional Tools - SOUTHWEST
Internet

Close Window

User Name: SOSEBEE JERRY
Request Nr: 03FEB8HBM0F000171932
Action Requested: RECRUIT_FILL

	Current		
Checklist	**MGR**	**RMO**	**CPAC**
Position Decision 5	Complete	Not Applicable	Not Applicable
Supplemental Position Data	Complete	Not Applicable	Not Applicable
Recruitment Information	Complete	Not Applicable	Not Applicable
Complete RM Data	Complete	No Questions Answered	Not Applicable

User Name:

Choose which RPA to complete a Checklist

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	Eff Dt	NOA	P-Eff-Dt
○		03FEB8HBM0F000171932	RECRUIT_FILL							
○		03FEB8HBMX9000169926	AWARD						840	2003-02-12
○	Status	03FEB8HBM2R000171117	SEPARATION						317	2003-02-22
○	Status	03FEB8HBM2B020171571	SALARY_CHG		GS	0599	04		702	

Fill-out Checklist

When a Gatekeeper checklist is complete, you can then route it onward from your Modern inbox.

US Army Corps of Engineers

POINTS TO REMEMBER

- Selecting Official's Army AKO email address MUST BE ENTERED on the Gatekeeper checklist since Resumix referral lists can only be issued to an AKO address

- AKO account mail should be setup to auto-forward to your Corps mail account